

# Premier's 10 week Sporting Challenge Guides: Submitting Awards

How to submit data in the PSC Tracker for  
certificate printing



## NSW Premier's Sporting Challenge

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# Submit Final Awards

Log in to the PSC Tracker ([www.psctracker.com.au](http://www.psctracker.com.au)) as Facilitator (using the green facilitator access button with your staff portal username and password).

Navigate through the **Registration Summary** to find the **Submit Final Awards** button:

<b>Students in K - 2 Challenge</b>	109	<input type="button" value="Edit"/>
<b>Students in 3 - 6 Challenge</b>	260	<input type="button" value="Edit"/>
<b>Student Ambassadors</b>	0	<input type="button" value="Edit"/>
<b>Student App Login Details</b>		<input type="button" value="App Logins"/>
<b>Staff in Challenge</b>	22	<input type="button" value="App Logins"/> <input type="button" value="Edit Staff"/>
<b>Final Award Submission</b>	Not Submitted 0 of 15 Classes Submitted 0 of 22 Staff Submitted	<input type="button" value="Submit Final Awards"/>

A new page will open and a pop-up with submission instructions will display. Further instructions will remain fixed across the top of the submission page for your reference.

Please note the yellow box also at the top of the page indicating; how many classes have been submitted and how many of the submitted classes you have chosen to have certificates printed for (represented by a printer icon).

**IMPORTANT:** The default option for certificate printing is 'opt-in'.

# Basic Steps

1. Select the first class/team on the list.
2. Note the award level for students in this class. (See next page if you wish to revise this).
3. Check the box to confirm all student names are accurate and there's none that are missing. Spelling can be amended by clicking on the corresponding pencil icon. (To add/delete a student from a class, you need to return to Registration Summary page and select the **Edit** button besides **Students in K-2/3-6/7-12**)
4. Select **Submit Final Awards**. Repeat for all classes/teams/Staff Challenge. A green tick will appear beside each class that is fully submitted.

## Aberdeen Public School ▶ Submit Final Awards

0 of 7 Teams / Classes have been submitted.  
✔ A green tick will appear next to each submitted team / class.  
🖨 A printer icon will appear next to classes receiving printed certificates. You may opt in/opt-out of receiving printed certificates when submitting results for class.

Classes **1.**

Kindergarten	5	🖨
Year 1	1	🖨
Year 2	1	🖨
Year 3	1	🖨
Year 4	3	🖨
Year 5	1	🖨
Year 6	1	🖨
Staff Challenge	1	

Student

The School Sport Challenge is designed as a class or team-based initiative with classes or teams working together to achieve a result.

Students in this class have received the award of: **Gold**

Student names can be edited below if required by clicking on the (✎) icon next to the name.

After checking that the student names and awards are correct, click the submit button to transfer this information to the PSC team for certificate printing.

**This class has not been submitted. When ready scroll down to the bottom of the page to submit this class.**

Class Award  Override Class Award

**2.** 🏆 Gold

Student name	Award	<input checked="" type="checkbox"/> Edit individual student awards
✎ Test Student	🏆 Gold	
✎ Test Student	🏆 Gold	
✎ Test Student	🏆 Gold	
✎ Test Student	🏆 Gold	
✎ Test Student	🏆 Gold	

**3.**  I have checked and confirm that the names and awards are correct.

Save Changes **4.** Submit class final awards

# Changing or adding an award level

1. Where there is **No Award** result or you have legitimate concerns that the award level does not accurately reflect the activity level of the students (remembering this award is calculated based on the average award data entered into the Tracker), select **Override Class Result**.

**Student**

The School Sport Challenge is designed as a class or team-based initiative with classes or teams working together to achieve a result.

Students in this class have received the award of: **No Award**

Student names can be edited below if required by clicking on the (✎) icon next to the name.

After checking that the student names and awards are correct, click the submit button to transfer this information to the PSC team for certificate printing.

**This class has not been submitted. When ready scroll down to the bottom of the page to submit this class.**

**Class Award**

**1.** Override Class Award

Edit individual student awards

**No Award**

Student name

✎ Test Student

✎ Test Student

✎ Test Student

2. Select the award level

**Class Award**  **Override Class Award**


 **Silver**







3. If you would prefer to have your student's receive their individual award level, select the **Edit Individual Student Awards** checkbox and allocate their individual results if they don't already appear.

4. Confirm the spelling of names and award levels are correct. The way a student's name appears in the Tracker is the way it will appear on the printed certificate.
5. Confirm the printing of certificates for all or only certain classes by selecting the check box at the bottom.

Class Award  Override Class Award

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 **No Award**

Student name	Award
 Test Student	 Bronze
 Test Student	 Gold
 Test Student	 Silver

Edit individual student awards

I have checked and confirm that the names and awards are correct.

I want to receive printed certificates for this class.

Continue this process until all classes/teams and Staff Challenge results have been submitted.

## Resources

All resources mentioned above can be found on our PSC website Resources page (<https://app.education.nsw.gov.au/sport/psc/Resources>), in the 10 week Challenge section, under the 'Recording the Challenge' heading.

## Assistance

For general assistance with recording the Challenge or any part of the Challenge, please contact the PSC Team by email: [psc@det.nsw.edu.au](mailto:psc@det.nsw.edu.au) or phone: 9508 5522.